



**CONFIDENTIAL**

Management Officer

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1 May 1960

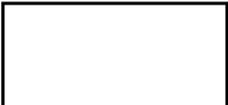
(c). An employee with prior Government service, appointed without a break in service to a position of the same grade, will retain periodic pay increases previously received. If appointed to a higher grade without a break in service, he will receive salary at that rate of the higher grade which exceeds the basic rate of compensation in his immediately preceding position by not less than one step increase of the former grade."

c. Pgs. 11, Para 14b(2) - This paragraph concerns within-grade promotions for ungraded employees. The change as recommended provides for basing the initial and subsequent waiting periods upon the more accurate concept of "week" rather than "six months" and "annual" bases. The recommendation also includes an explanation for assigning the effective date of the within grade salary increases. (Revised material is underscored)

"An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase at the beginning of the pay period following the completion of the first 26 weeks of ungraded service in a pay status and each 52 weeks thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an increase is involved."

d. Pg. 9, Para 12 - This concerns intra-agency transfer policy. It is recommended that this paragraph be expanded to include and clarify coordination of Form 37-3 between all offices concerned in any intra-agency personnel transfer. The purpose for this recommendation is to provide for appropriate clearance with the current employing office on any actions whereby an employee transfers from one CIA organizational unit to another.

2. The above suggestions are all concerned with Administrative Instruction 20-1 "Personnel Policies and Procedures". It is also appropriate at this time to suggest that active portions of present Administrative Instruction 20-29 "Classification Act of 1949" may be incorporated within the revised Administrative Instruction 20-1 and that the present instruction 20-29 be rescinded.



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